

PHARMA DEVILS ENGINEERING DEPARTMENT

Title: Cleaning & Preventive Maintenance of Air Curtains					
SOP No.:	Revision No.:	00			
Effective Date:	Supersedes No.	Nil			
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1.0 OBJECTIVE:

1.1 To lay down the Procedure for Destruction of Calibration Failed Instruments, wherever applicable.

2.0 SCOPE:

2.1 This SOP is applicable for Preventive maintenance of Air Curtain.

3.0 **RESPONSIBILITY:**

3.1 Personnel of the concerned department shall responsible to ensure and carryout the Destruction of Calibration Failed Instruments as per procedure.

4.0 ACCOUNTABILITY:

- 4.1 Head Engineering
- 4.2 Head Quality Assurance

5.0 PROCEDURE:

- 5.1 Calibration for the instruments shall be performed and installed back at their respective places by affixing "CALIBRATED" status label.
- 5.2 Calibration if failed shall be adjusted further and if found with in the limits shall be installed back at the respective place by affixing "CALIBRATED" label.
- 5.3 Even after adjustment, if the calibration has failed, the instrument shall be sent to the vendor for its rectification.
- 5.4 If the instrument is rectified then it shall be installed back at its respective place (Flow chart given in Annexure I)
- 5.5 If found, out of the limits even after the rectification then the instrument shall be destroyed as per the procedure described below.

DESTRUCTION PROCEDURE

- 5.6 Inform the condition of the "to be destructed instrument" to the Engineering Department Head and QA department.
- 5.7 Enter the necessary details of the instrument in the destruction record as per Annexure-II.
- 5.8 Get the approval from the Department Head.
- 5.9 After the approval, dismantle the instrument into sub parts in presence of QA personnel.
- 5.10 The spare parts of the failed instrument if found reusable, can be used as spare to any other instrument /equipment.
- 5.11 During calibration, if any spare part of the instrument is replaced, then recalibrate the instrument and



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mention the same thing in the calibration certificate.

- 5.12 If the spare parts of the failed instrument can not be reusable then destroy the parts of the instrument by making into small pieces, and send to the scrap yard.
- 5.13 The identification number of the destroyed instrument shall be obsoleted.
- 5.14 The same number shall not be allotted to any other instrument.
- 5.15 The instrument, which is replaced with new one, shall be allotted with a new identification number.
- 5.16 The same shall be mentioned in the calibration certificate, in the destruction record, schedule and list of control instruments.

6.0 ABBREVIATIONS

6.1 SOP- Standard Operating Procedure.

6.2 QA – Quality Assurance.

7.0 ANNEXURE

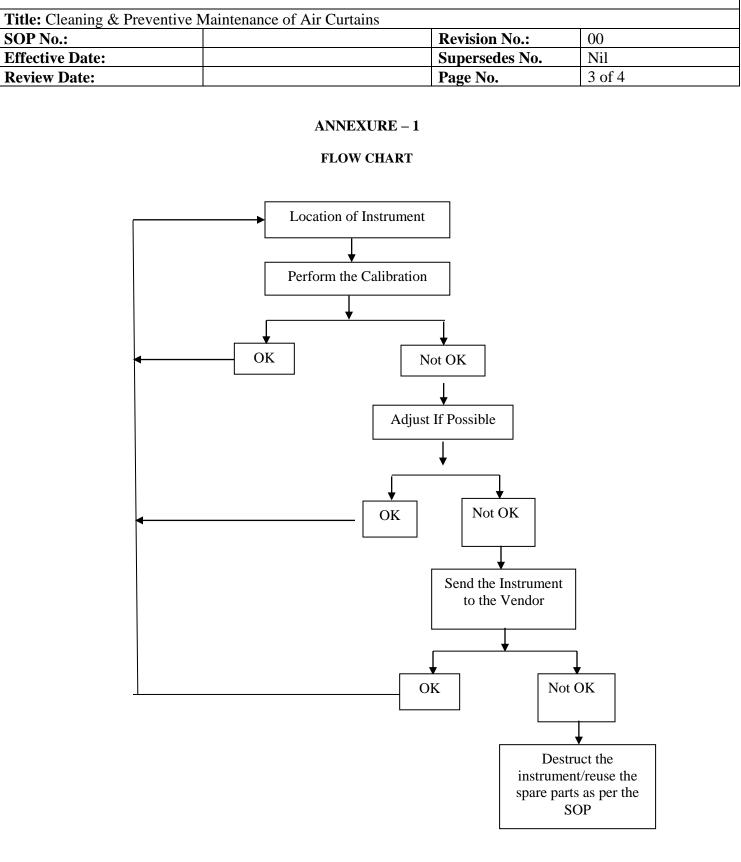
- 7.1 Annexure I Flow Chart
- 7.2 Annexure II Destruction Record of Instruments.

CHANGE HISTORY

Supersedes SOP No.	Change Control No.	Changes made		



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ANNEXURE II DESTRUCTION RECORD OF INSTRUMENTS

S.No.	Location/Equipment	Instrument Name	Old Identification No.	New Identification No.	Checked By Date & Sign	Dept. Head Date & Sign	QA Date & Sign.